

PERSONNEL SUPPORT DETACHMENT LITTLE CREEK

SEPARATION, FLEET RESERVE AND RETIREMENT PACKAGE

TELEPHONE: 757-462-5068

FAX: 757-462-7537

- PLEASE CONSULT WITH YOUR COMMAND PASS COORDINATOR (CPC) OR PSD SEPARATIONS SECTION WITH QUESTIONS.
- COMPLETE ALL FORMS ACCURATELY AND COMPLETELY. IF INACCURATE AND/OR INCOMPLETE PACKAGES ARE RECEIVED, YOUR SEPARATION WILL BE PROCESSED WITH INFORMATION AVAILABLE FROM CORPORATE SYSTEMS AND YOUR OFFICIAL MILITARY PERSONNEL FILE.
- COMPLETION OF SEPARATION PROCESSING IS REQUIRED PRIOR TO COMMENCING SEPARATION LEAVE AND/OR JOB/HOUSE HUNTING PERMISSIVE TDY (MPM 1050-120, 1050-400 AND 1320-220).
- YOUR FIRST APPOINTMENT WILL BE SCHEDULED WHEN AN ACCURATE AND COMPLETE SEPARATION PACKAGE IS RECEIVED VIA THE TRANSACTION ONLINE PROCESSING SYSTEM (TOPS). YOUR COMMAND PASS COORDINATOR (CPC) WILL ASSIST YOU.
- ENSURE YOUR NAVY STANDARD INTEGRATED PERSONNEL SYSTEM (NSIPS) ELECTRONIC SERVICE RECORD (ESR), OFFICIAL MILITARY PERSONNEL FILE (OMPF) - MY RECORD AND U.S. NAVY AWARDS (NDAWS) ARE ACCURATE AND UP-TO-DATE PRIOR TO RETURNING YOUR SEPARATION PACKAGE.

NSIPS ESR: <https://nsips.nmci.navy.mil/>

OMPF: <https://www.bol.navy.mil/>

NDAWS: [https://awards.navy.mil/awards/webbas01.nsf/\(vwWebPage\)/home.htm](https://awards.navy.mil/awards/webbas01.nsf/(vwWebPage)/home.htm)

- OBTAIN AND PROVIDE PSD LITTLE CREEK A COPY OF YOUR VERIFICATION OF MILITARY EXPERIENCE AND TRAINING (VMET-DD FORM 2586).

VMET: www.dmdc.osd.mil/vmet

SEPARATION/FLEET RESERVE/RETIREMENT CHECKLIST

- ☐ RETIREMENTS/FLEET RESERVE/SEPARATIONS WORKSHEET
- ☐ DD 2586 - Verification of Military Experience and Training (VMET)
- ☐ DD 2656 - Data for payment of retired personnel (FLEET RSV/RETIREMENT ONLY)
- ☐ DD 2648 - Pre-separation counseling Checklist
- ☐ Allotment Form (FLEET RESERVE/RETIREMENT ONLY)
- ☐ Approved Leave Paper (DO NOT USE E-LEAVE)
- ☐ Security Termination Statement (OPNAV 5511/14)
- ☐ Evaluation or Fitness Report (SEPARATION ONLY)
- ☐ Involuntary Separation Pay Letter (If applicable)
- ☐ PTDY orders for House/job hunting (If applicable)
- ☐ Reenlistment Contract (If applicable) (eligibility for involuntary sep pay)
- ☐ NAVPERS 7041/1 (Complete via NSIPS Electronic Service Record (ESR))
- ☐ Travel History/EFT Form
- ☐ Medical/Dental Memorandum
- ☐ Copies of DD 2807-1 and DD 2697. (Separation Physical)
- ☐ Medical/Dental Records
- ☐ Administrative Separation Letter (if being administratively separated)
- ☐ Travel Advance Request (if applicable)

RETIREMENTS/FLEET RESERVE/SEPARATIONS WORKSHEET

DATE OF RETIREMENT/FLEET RESERVE/SEPARATION: _____

REASON (Circle one from below):

RETIREMENT EAOS PRT* HYT* PTS* ADMIN SEP* OTHER*

*=Need Supporting Documentation (ADSEP letter, message, etc.)

NAME: _____ RATE: _____ SSN: _____

COMMAND: _____

ADMIN OFFICE PHONE: _____ WORK PHONE: _____

HOME/CELL PHONE: _____

E-MAIL (Work): _____

(Home): _____

PERMISSIVE TAD (if applicable): YES / NO FROM: _____ TO: _____

SEPARATION LV (if applicable): YES / NO FROM: _____ TO: _____ (23:59)

DO YOU DESIRE ADVANCE TRAVEL: YES / NO (PSD Little Creek must have completed travel advance request form NLT 30 days prior to commencement of separation leave and/or permissive TDY)

SEPARATION ADDRESS: _____

NAME OF NEAREST RELATIVE: _____

ADDRESS: _____

RELATIONSHIP: _____

HOME OF RECORD (City, State): _____

MEPS STATION (First Enlistment): _____

HAVE YOU COMPLETED THE EFT/TRAVEL HISTORY FORM? YES / NO (MUST BE COMPLETED BY ALL)

HAVE YOU TAKEN THE NAVY WIDE EXAM? YES / NO WHEN? _____

ARE YOU PLANNING TO PICK UP YOUR DD214 AND PAPERWORK: YES / NO

MEMBER'S SIGNATURE

DATE

Date

MEMORANDUM

From: _____
(Medical Treatment Facility)

To: _____
(Command Name)

Subj: SEPARATION PHYSICAL ICO _____
(Member's Name)

1. The above named individual has completed a separation physical. The following information is provided:

a. Member is qualified/not qualified for separation.
(circle one)

b. Dental care is required/not required.
(circle one)

2. Comments:

Medical Representative Printed Name/Signature

Dental Representative Printed Name/Signature

Copy to:

Personnel Support Detachment JEB Little Creek-Fort Story

ALLOTMENT FORM

Complete this form for allotments you would like to remain in effect after your retirement or transfer to the Fleet Reserve

(All allotments must have been in effect one month prior to retirement/Fleet Reserve date)

ALLOTMENTS TO CARRY FORWARD INTO YOUR RETIRED/RETAINER PAY

TYPE	AMOUNT	PAYEE	DISCRETIONARY OR INDECRETINARY (INDICATE WITH "D" OR "I")

PRINT NAME	
SSN	
SIGNATURE/DATE	